

LINCOLN Docket: 1370481 - 50153

*These are the 1st 18 documents that should be completed, scanned and sent to the MPOO for review.

P	Document	
1.	Request/approval to study for discontinuance (02/23/2011)	<input checked="" type="checkbox"/>
2.	Notice (if appropriate) to Headquarters of suspension	<input checked="" type="checkbox"/>
3.	Notice (if appropriate) to customers/district personnel of suspension	<input checked="" type="checkbox"/>
4.	Highway map with community highlighted (02/28/2011)	<input checked="" type="checkbox"/>
5.	Eviction notice (if appropriate) (03/28/2011)	<input checked="" type="checkbox"/>
6.	Building inspection report and original photos of building deficiencies (if appropriate) (03/28/2011)	<input checked="" type="checkbox"/>
7.	Post Office and community photos (03/07/2011)	<input checked="" type="checkbox"/>
8.	PS Form 150, Postmaster Workload Information (03/04/2011)	<input checked="" type="checkbox"/>
9.	Worksheet for calculating work service credit (03/14/2011)	<input checked="" type="checkbox"/>
10.	Window transaction record (03/11/2011)	<input checked="" type="checkbox"/>
11.	Record of incoming mail (03/11/2011)	<input checked="" type="checkbox"/>
12.	Record of dispatched mail (03/11/2011)	<input checked="" type="checkbox"/>
13.	Administrative postmaster/OIC comments (03/07/2010)	<input checked="" type="checkbox"/>
14.	Inspection Service/local law enforcement vandalism reports (02/28/2011)	<input checked="" type="checkbox"/>
15.	Post Office fact sheet (03/28/2011)	<input checked="" type="checkbox"/>
16.	Community fact sheet (03/28/2011)	<input checked="" type="checkbox"/>
17.	Alternate service options/cost analysis (03/28/2011)	<input checked="" type="checkbox"/>
18.	Form 4920, Post Office Fact Sheet (03/04/2011)	<input checked="" type="checkbox"/>
19.	Recommendation and Service Replacement Type (03/28/2011)	<input checked="" type="checkbox"/>
20.	Questionnaire instruction letter to postmaster/OIC (03/28/2011)	<input checked="" type="checkbox"/>
21.	Cover letter, questionnaire, and enclosures (04/04/2011)	<input checked="" type="checkbox"/>
22.	Returned customer questionnaires and Postal Service response letters (04/04/2011)	<input checked="" type="checkbox"/>
23.	Analysis of questionnaires (04/28/2011)	<input checked="" type="checkbox"/>
24.	Community meeting roster (04/21/2011)	<input checked="" type="checkbox"/>
25.	Community meeting analysis (04/21/2011)	<input checked="" type="checkbox"/>
26.	Community meeting letter (Need to set before questionnaire if not held before) (04/04/2011)	<input checked="" type="checkbox"/>
27.	Petition and Postal Service response letter (if appropriate) (01/01/1900)	<input checked="" type="checkbox"/>
28.	Congressional inquiry and Postal Service response letter (if appropriate) (01/01/1900)	<input checked="" type="checkbox"/>
29.	Proposal checklist (05/04/2011)	<input checked="" type="checkbox"/>
30.	District notification to Government Affairs (05/06/2011)	<input checked="" type="checkbox"/>
31.	Instructions to postmaster/OIC to post proposal (05/04/2011)	<input checked="" type="checkbox"/>
3.	Invitation for comments exhibit (05/06/2011)	<input checked="" type="checkbox"/>
33.	Proposal exhibit	<input checked="" type="checkbox"/>
34.	Comment form exhibit (05/04/2011)	<input checked="" type="checkbox"/>

35.	Instructions for postmaster/OIC to remove proposal (07/06/2011)	<input checked="" type="checkbox"/>
36.	Round-date stamped proposals and invitations for comments from affected offices ()	<input type="checkbox"/>
37.	Notification of taking proposal and comments under internal consideration (02/07/2011)	<input checked="" type="checkbox"/>
38.	Customer comments and Postal Service response letters ()	<input type="checkbox"/>
39.	Premature Postal Regulatory Commission appeal and Postal Service response letter (if appropriate) ()	<input type="checkbox"/>
40.	Analysis of comments () N/A	<input type="checkbox"/>
41.	Revised proposal (if appropriate) (05/04/2011)	<input checked="" type="checkbox"/>
42.	Updated PS Form 4920 (if appropriate) (05/06/2011)	<input checked="" type="checkbox"/>
43.	Certification of record ()	<input type="checkbox"/>
44.	Log of Post Office discontinuance actions ()	<input type="checkbox"/>

02/23/2011

GAIL DUBA
DISTRICT MANAGER
HAWKEYE PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the 03 congressional district.

Post Office Name:	LINCOLN
Zip+4 Code:	50652-5000
EAS Level:	55
Finance Number:	185157
County:	Tama
Proposed Admin Office:	GLADBROOK PO
ADMIN Miles Away:	7.0
Near Office Name:	GLADBROOK PO
Near Miles Away:	7.0
Number of Customers:	
Post Office Box:	74
General Delivery:	0
Rural Route (RR):	0
Highway Contract Route (HCR):	0
Intermediate RR:	0
Intermediate HCR:	0
City Delivery:	0
Total Customers:	74

The above office became vacant when the postmaster was promoted on 01/12/2002.

Study for discontinuance request based on minimal workload, revenue, need for more operational efficiency and the ability for the Postal Service to provide effective and regular service by an alternate means.

THOMAS ALLEN
Manager, Post Office Operations

Approval to Study for Discontinuance:

GAIL DUBA
DISTRICT MANAGER
HAWKEYE PFC

02/23/2011

DATE

cc: Area Manager, Public Affairs and Communication



Docket: 1370481

NOTICE OF POST OFFICE EMERGENCY SUSPENSION

A. Office

Name: LINCOLN State: IA Zip Code: 50652
Area: WESTERN District: HAWKEYE PFC
Congressional District: 03 County: Tama
EAS Grade: 55 Finance Number: 185157
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

• There was no Emergency Suspension for this office

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/21/2011
Fax No: (319) 399-5502



NOTICE TO CUSTOMERS/DISTRICT PERSONNEL OF SUSPENSION

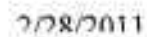
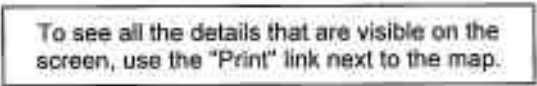
A. Office

Name: LINCOLN State: IA Zip Code: 50652
Area: WESTERN District: HAWKEYE PFC
Congressional District: 03 County: Tama
EAS Grade: 55 Finance Number: 185157
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no Emergency Suspension for this office

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 389-2902

Date: 04/21/2011
Fax No: (319) 389-5502





Eviction Notice

A. Office

Name: LINCOLN State: IA Zip Code: 50652
Area: WESTERN District: HAWKEYE PFC
Congressional District: 03 County: Tama
EAS Grade: 55 Finance Number: 185157
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no eviction notice for this office.

Prepared by: Karen Lehane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/21/2011
Fax No: (319) 399-5502



Building Inspection Report

A. Office

Name: LINCOLN State: IA Zip Code: 50652
Area: WESTERN District: HAWKEYE PFC
Congressional District: 03 County: Tama
EAS Grade: 55 Finance Number: 185157
Post Office: ☒ Classified Station: ☐ Classified Branch: ☐ GPO: ☐

• There was no building inspection report nor photos for this office

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/21/2011
Fax No: (319) 399-5502

LINCOLN IA 50652

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11/14/10 7
1



Lincoln Main Street looking West



Heartland Coop



Front of Lincoln Post Office



Front and side of Lincoln Post Office



Back view of Lincoln Post Office



Amvet Home, INC.

LINCOLN IA 50652

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Lincoln town sign



Salem Church



Wentzien's Plumbing and Heating



Lincoln Savings Bank



Lincoln Volunteer Fire Department



Lincoln Redemption Center

LINCOLN IA 50652

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FILED
7
3



Larry's tap

PS Form 150, Postmaster Workload Information

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Post Office, State & Zip Code LINCOLN, IA 50652		Postmaster's Signature B74530	Date 03/04/2011
District Office, State & Zip Code HAWKEYE PFC, IOWA 52406		District Manager's Signature KT9VD4	Date 03/04/2011
(Check Box) <input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Management Review <input type="checkbox"/> RFR		See Instructions on Reverse	
1.	Current Office Level		55
2.	Finance Number	(1-6)	185157
3.	General Delivery Families Served	(7-9)	0
4.	Post Office Boxes/Call Boxes Rented	(10-15)	74
5.	Possible City Deliveries	(16-20)	0
6.	Administrative Rural Boxes Served	(21-25)	0
7.	Intermediate Rural Boxes Served	(26-30)	0
8.	Administrative Responsibility from Intermediate Rural Boxes for Other Offices	(31-35)	0
9.	Administrative Highway Contract/Star Route Boxes Served	(36-39)	0
10.	Intermediate Highway Contract/Star Route Boxes Served	(40-43)	0
11.	Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices	(44-47)	0
12.	Number of Carrier Stations/Branches	(48-49)	0
13.	Number of Finance Stations/Branches	(50-51)	0
14.	Number of Contract Stations/Branches & Community Post Offices	(52-53)	0
15a.	Does Office Experience A Seasonal Workload? (box one "Y" if yes, "N" for no) (If you answer "yes" of this question, complete "Seasonal Workload" section on reverse.)	(54)	N
15b.	Duration of Experience A Seasonal Workload? (minimum of 8 weeks)	(55-56)	0
16.	Does Office Perform Outgoing Distribution for Other Offices?	(57)	N
17.	Does Office Perform Incoming Distribution for Other Offices?	(58)	N
18.	Does Office Perform Incoming Secondary Distribution for Other Offices?	(59)	N
19.	Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office?	(60)	N
20.	Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office?	(61)	N
21.	Do You Have Responsibility for Vehicle Maintenance Facilities?	(62)	N
22.	Does Your Office Have Administrative Responsibility for an Air Transfer Office?	(63)	N
23.	Is Postmaster Lessor for Government Owned Building?	(64)	N
24.	Does Office Have MPLSM/SPLSM?	(65)	N
25.	Does Office Distribute Food Stamps?	(66)	N

PS Form 150, Postmaster Workload Information

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	Normal	During Seasonal Period
General Delivery Families Served	0	0
Post Office Boxes/Cell Boxes Rented	74	0
Possible City Deliveries	0	0
Administrative Rural Boxes Served	0	0
Intermediate Rural Boxes Served	0	0
Administrative Responsibility/Number Intermediate Rural Boxes	0	0
Administrative Highway Contract/Star Route Boxes Served	0	0
Intermediate Highway Contract/Star Route Boxes Served	0	0
Administrative Responsibility/Number Intermediate Highway Contract/Star Route Boxes	0	0

Instructions

- Enter current evaluated office level.
- Enter the 6 digit post office finance number.
- Enter number of general delivery families served.
- Enter total number of post office boxes and cell boxes rented. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
- Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1821, Carrier Route Report, for the previous accounting period.
- Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
- Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
- Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
- Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.
- Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.
- Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
- Enter the number of classified stations and/or branches that have carrier delivery service.
- Enter the number of classified finance stations and/or branches (without carrier delivery service) staffed by postal employees.
- Enter the total number of contract stations, rural stations and community post offices.
 - A contract station is a detached finance unit manned by non-postal employees.
 - A rural station is a post office box delivery unit serviced by a rural carrier.
 - A community post office is a contract unit which provides service in a small community.
- To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 6 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.

Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)

- Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and canceling operation?
- Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
- Does office separate incoming mail to carrier routes for other associate offices?
- Does office separate all incoming letter size mail to city, rural and/or star routes?
- Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
- Do you have a vehicle maintenance facility under your jurisdiction?
- Do you have an air transfer office under your jurisdiction?
- Do you occupy a government-owned building and lease a portion of the building to someone else?
- Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
- Does your office distribute food stamps?

Worksheet for calculating Workload Service Credit (WSC) for Post Offices

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Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Office Name: LINCOLN
Office Zip+4: 50652 -5000 District: HAWKEYE PFC

Activity WSCs

General Delivery Families Served (Item 3, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150)	<u>74</u>	X 1.0	=	<u>74</u>
Possible City Deliveries (Item 5, PS Form 150)	<u>0</u>	X 1.33	=	<u>0</u>
Administrative Rural Boxes Served (Item 6, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Rural Boxes Served (Item 7, PS Form 150)	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150)	<u>0</u>	X 0.3	=	<u>0</u>
Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150)	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150)	<u>0</u>	X 0.3	=	<u>0</u>
Total Activity WSCs				<u>74</u>

Revenue WSCs

First	25 revenue units: 1.00	X	<u>25</u> units	=	<u>25.00</u>
Next	275 revenue units: 0.50	X	<u>11</u> units	=	<u>5.50</u>
Next	700 revenue units: 0.25	X	<u>0</u> units	=	<u>0.00</u>
Next	5000 revenue units: 0.10	X	<u>0</u> units	=	<u>0.00</u>
	Balance of revenue units: 0.01	X	<u>0</u> units	=	<u>0.00</u>
Total revenue WSCs:					<u>30.50</u>

Activity WSCs 74 + Revenue WSCs = 30.50 Base WSCs 104.50 = EAS Grade EPrevious evaluation: EAS grade 55Effective date of change in service hours: _____ (if appropriate)
(when a vacancy exists, hours must reflect the appropriate EAS grade)

Worksheet completed by:

KAREN LENANE

KAREN.S.LENANE@USPS.GOV

Printed Name

Signature

HAWKEYE PFC District Review Coordinator

03/14/2011

Title

Date

Window Transaction Survey

PO Name:	LINCOLN	ZIP+4:	50652 - 5000	Completed By:	B74530
Survey Period:	02/26/2011	through	03/11/2011		

Record the number of retail window transactions in the appropriate columns for each day. Consider a sale of stamps as one transaction. A sale of stamps and a money order is two transactions. Do not record the handing out over the counter of box mail, general delivery mail, or carrier mail. Instead of this worksheet, you may use PS Form 2007-A, Window Transaction Record, PS Form 2007-B, Window Transaction Conversion, and PS Form 2007-C, Window Transaction Survey. Use hash marks (*///*) for daily entries in the columns. To obtain the average daily number of transactions, divide the total number of transactions during the survey period by the number of days in the survey. The allowable time per transaction is shown in each column in minutes. To determine the average daily workload in minutes, multiply the number of transactions in each column by the time conversion for that column, total the time conversions for all columns, and divide the total number of minutes by the number of days in the survey period.

Day/Date	Postage Sales (.777)	Priority Parcels Money Orders (1.063)	Express Registered C.O.D. (1.959)	Passports Meter Settings (5.06)	Box Rent (2.875)	Certified Insured Special Service (1.792)	Misc. Services (1.787)	Nonrevenue Services (1.787)
Sat - 02/26	3	1	1	0	0	0	1	1
Sun - 02/27	0	0	0	0	0	0	0	0
Mon - 02/28	4	3	1	4	0	0	4	5
Tue - 03/01	7	6	2	0	0	3	3	4
Wed - 03/02	5	1	2	0	1	0	1	12
Thu - 03/03	7	2	1	0	1	2	4	7
Fri - 03/04	4	2	1	0	0	1	7	4
Sat - 03/05	2	0	1	0	0	0	0	0
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	8	7	1	0	1	2	6	3
Tue - 03/08	7	4	1	0	0	0	5	7
Wed - 03/09	9	3	1	0	0	3	11	3
Thu - 03/10	5	6	1	0	0	1	8	9
Fri - 03/11	4	3	1	0	0	1	7	10
TOTALS	65	38	14	4	3	13	57	65
Time Factor	X .777	X 1.083	X 1.969	X 5.06	X 2.875	X 1.792	X 1.787	X 1.188
Daily Average	4.2	3.4	2.3	1.7	0.7	1.9	8.5	6.4
Average Number Daily Transactions:			21.6		Average Daily Retail Workload in Minutes:			29.1

Survey of Incoming Mail

Survey of Incoming Mail
(Record in Pieces)

Post Office Name and Zip+4 LINCOLN 50652 - 5000
 Dates Recorded 02/26/2011 through 03/11/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/26	143	30	2	30	0	6	0	0
Sun - 02/27	0	0	0	0	0	0	0	0
Mon - 02/28	130	84	20	49	3	3	1	0
Tue - 03/01	115	29	16	32	6	13	1	0
Wed - 03/02	151	25	17	160	8	6	1	0
Thu - 03/03	186	49	29	20	8	6	0	0
Fri - 03/04	223	73	31	12	4	2	0	0
Sat - 03/05	103	30	3	57	3	4	0	0
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	136	104	18	45	0	2	0	0
Tue - 03/08	145	92	37	92	2	2	0	0
Wed - 03/09	118	42	21	111	7	11	0	0
Thu - 03/10	129	95	21	32	6	5	0	0
Fri - 03/11	239	98	46	23	4	5	0	0
TOTALS	1,818	751	261	663	51	65	3	0
Daily Average	151.5	62.6	21.8	55.3	4.3	5.4	0.3	0.0

Signature of Person Making Count: B74530
 Printed Name: B74530
 Date: 03/11/11

Conversion Rate

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	227	Sequenced Flats	115

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

Survey of Dispatched Mail

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Survey of Dispatched Mail
(Record in Pieces)

Post Office Name and Zip+4

LINCOLN 50652 - 5000

Dates Recorded

02/26/2011 through 03/11/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/26	9	0	0	0	1	1	1	0
Sun - 02/27	0	0	0	0	0	0	0	0
Mon - 02/28	111	0	3	1	1	0	1	0
Tue - 03/01	166	2	1	1	4	0	2	0
Wed - 03/02	91	0	3	1	0	2	2	0
Thu - 03/03	57	0	2	0	2	0	1	0
Fri - 03/04	56	0	1	2	1	1	1	0
Sat - 03/05	18	0	0	0	0	0	1	0
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	162	0	2	0	5	1	1	0
Tue - 03/08	138	0	11	1	3	1	1	0
Wed - 03/09	72	0	4	0	4	0	1	0
Thu - 03/10	61	0	2	2	2	0	1	0
Fri - 03/11	73	0	2	1	2	1	1	0
TOTALS	1,014	2	31	9	51	7	14	0
Daily Average	84.5	0.2	2.6	0.8	4.3	0.6	1.2	0.0

Signature of Person Making Count:

B74530

Printed Name:

B74530

Date:

03/11/11

03/07/2010

OIC/POSTMASTER

SUBJECT: LINCOLN Post Office

Please provide the names and addresses of businesses, religious institutions, civic organizations, and local government offices, and schools that are served by the LINCOLN Post Office. The list of businesses should include small, part-time and in-home businesses, as well as public institutions, such as schools, police departments, etc; religious institutions and businesses physically located outside the community that use retail services on a routine basis at the LINCOLN Post Office. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box, general, and street delivery customers served by the office. Return all documents to KAREN LENANE by 03/21/2010. This information will be entered into the official record for public viewing.

Post Office Box	<u>74</u>
General Delivery	<u>0</u>
Rural Route (RR)	<u>0</u>
Highway Contract Route (HCR)	<u>0</u>
Intermediate RR	<u>0</u>
Intermediate HCR	<u>0</u>
City Delivery	<u>0</u>
Total Customers	<u>74</u>

If you have any comments on alternate means of providing services to the LINCOLN customers, please provide them below:

None

KAREN LENANE
Post Office Review Coordinator

Comments:

Salem Church Larry's Tap Annie's storage units Lincoln Savings Bank Amvet Home Inc. Heartland
Coop Reinbeck Recycling Wentzein's Plumbing and Heating Lincoln Volunteer Fire Department

cc: Official Record

02/28/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the LINCOLN Post Office, 50652 - 5000, located in tama County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please enter your findings in the yellow blocks below. Once complete please click submit. You can print from above. Signatures are captured electronically.

Thank you for your assistance in this matter

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC

NBR records of mail theft or vandalism: 1

Comments/Findings:

cc: Official Record



02/28/2011

*Tama County Sheriff's Department
Po Box 34
Toledo IA 52342-0034*

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the LINCOLN Post Office, 50652 - 5000, located in tama County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date.

Thank you for your assistance in this matter

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC

2011 MAR -2 PM 9:26
FALC - 1111111111

Enclosure: Return Envelope

Nbr records of mail theft or vandalism: 0 18/ 861

Comments/Findings:

cc: Official Record

Post Office Survey Sheet

Post Office Name	<u>LINCOLN</u>	ZIP+4	<u>50652-5000</u>
Congressional District	<u>03</u>	Date	<u>03/28/2011</u>

1. List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.

None

2. Is the facility accessible to persons with disabilities? ☒ Yes ☐ No

3. Lease terms? 30-day cancellation clause? 10/31/2013 None

4. Are suitable alternate quarters available for an independent Post Office? If so, where?

Management Initiated

5. List potential CPO sites.

Management Initiated

6. Are there any postage meter customers or permit mailers? ☐ Yes ☒ No

If yes, please identify them by name and address.

7. Which career and noncareer employees will be affected and what accommodations will be made for them?

No career employees, a non career employee, Ann Pratt is the OIC, yet she is the PMR from Liscomb. She can return to her hired office.

8. How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?

Mail is received via the star route around 7:45am daily. Mail is dispatched in the afternoon

How Post Office boxes are installed? 128

How Post Office boxes are used? 74

What are the window service hours? 08:00 - 11:30 - 13:15 - 16:15 M-F

08:00 - 10:00 S

What are the lobby hours? 8:00am - 4:30 M-F

8:00am - 4:00pm S

9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.

1 reported case reported to the Postal Inspection Service

Post Office Survey Sheet (continued)

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Page Nbr: 2

10.	What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)?	
	None	
11.	List potential CBU/parcel lockers sites and distances from present Post Office site.	
	City Property	
12.	Are there any special customer needs? (People who cannot read or write, who cannot drive, who have infirmities or physical handicaps, etc.) How can these people be accommodated?	
	No	
13.	Rural delivery/HCR delivery.	
a.	What is current evaluation?	J41
b.	Will this change result in the route being overbursed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If so, what accommodations will be made to adjust the route?	
c.	How many boxes and miles will be added to the route?	73, box 1 Miles
d.	What would be the additional annual expense if the route is increased?	8020
e.	What is the one-time cost of CBU/parcel locker installation (if appropriate)?	3553
f.	At what time of the day does the carrier begin delivery to the community?	12:30
	Will this delivery time be affected if the office is discontinued? (Y or N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If so, how?	0
14.	Are the Post Office box fees at the facility that will provide alternative service different from those at the office to be discontinued? If so, how (Cost)? <input type="checkbox"/> More <input checked="" type="checkbox"/> Same <input type="checkbox"/> Less	

Community Survey Sheet

Community Survey Sheet

Post Office Name	<u>LINCOLN</u>	ZIP+4	<u>50652-5000</u>
Congressional District	<u>03</u>	Date	<u>03/28/2011</u>

1. Incorporated? ☐ Yes ☒ No
Local government provided by: Mayor and council
Police protection provided by: Tama County Sheriff
Fire protection provided by: Lincoln Fire Department
School location: Gladbrook Reinbeck
2. What population growth is expected? (Please document your source)
0.00 Facilities planning website
3. What residential, commercial, or business growth is expected? (Please document your source)
None
4. History. (Are there any special historical events related to the community?
Are there any special community events to consider?
Is the Post Office facility a state or national historic landmark (see ASM 515.23)?
Check with the field real estate office when verification is needed.)
No
5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?
Combination
6. Which nonpostal services are provided by the Post Office (e.g., public bulletin board,
school bus stop, community meeting location, voting place, government form distribution center.
Do employees of the office offer assistance to senior citizens and handicapped)?
What provisions can be made for these services if the Post Office is discontinued?
Bulletin Board

Highway Contract Route Cost Analysis Form

Highway Contract Route Estimated Cost for Alternative Service

Office Name: LINCOLN

Office Zip+4: 50652 -5000

District: HAWKEYE PFC

1. Enter the number of additional boxes to be added to the route 0 x 3.64 hours per year 0.00

2. Enter the number of additional miles to be added to the route 0.00 x 10.40 hours per year 0.00

Total time added to the route 0.00

3. Enter the HCR hourly rate (Contact Area Manager, Purchasing/Contracting Officer) 0.00

Total additional compensation (HCR hourly rate x total time added to the route) 0.00

Rural Route Cost Analysis Form

Docket: 1370481 - 50652

Item Nbr: 17

Page Nbr: 2

Rural Route Carrier Estimated Cost for Alternative Replacement Service

Office Name: LINCOLN
Office Zip+4: 50652 -5000 District: HAWKEYE PFC

- | | | | | |
|----|---|------------------|-----------------------|------------------|
| 1. | Enter the number of additional boxes to be added to the rural route | <u>73</u> | | |
| 2. | Enter the number of additional miles to be added to the route | <u>1.00</u> | | |
| | Enter the volume factor | <u>2.47</u> | | |
| | Total (additional boxes x volume factor) | | | <u>180.31</u> |
| 3. | Enter the number of additional boxes to be added to the rural route | <u>73</u> | | |
| | Centralized boxes | <u>73.00</u> | x 1.00 Min | <u>73.00</u> |
| | Regular L route boxes | <u>0.00</u> | x 1.82 Min | <u>0.00</u> |
| | Regular Non-L route boxes | <u>0.00</u> | x 2.00 Min | <u>0.00</u> |
| | Total additional box allowance | | | <u>73.00</u> |
| 4. | Enter the number of additional daily miles to be added to the rural route | <u>1.00</u> | x 12 Mileage Standard | <u>12.00</u> |
| | Total additional minutes per week (miles carried to two decimal places) | | | <u>265.31</u> |
| 5. | Total additional annual minutes (additional minutes per week year) | <u>265.31</u> | x 52 Weeks | <u>13,796.12</u> |
| 6. | Total additional annual hours (additional annual minutes/ 60 minutes per hour) | <u>13,796.12</u> | / 60 Minutes | <u>229.94</u> |
| 7. | Enter the rural cost per hour (see national payroll summary report - rural carrier, consolidated) | <u>34.88</u> | | |
| | Total Annual Cost (additional annual hours x rural cost per hour) | | | <u>8,020.14</u> |
| 8. | Enter lock pouch allowance (if applicable) | | | <u>0.00</u> |
| | Total annual cost for alternate service (annual cost minus lock pouch allowance) | | | <u>8,020.14</u> |

U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet				1. Date Prepared 05/04/2011																								
2. Post Office Name LINCOLN		3. State and ZIP + 4 Code IA, 50502-5000																										
4. District, Customer Service HAWKEYE RFC	5. Area, Customer Service WESTERN	6. County Tama	7. Congressional District 03																									
8. Reason for Proposal to Discontinue Study for discontinuance request based on minimal workload, revenue, need for more operational efficiency and the ability for the Postal Service to provide effective and regular service by an alternate means.		9. PO Emergency Suspension (Reason and Date) No Suspension		10. Proposed Permanent Alternate Service																								
11. Staffing		12. Hours of Service																										
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: was promoted Occupied 01/12/2002 b. <input type="checkbox"/> OIC <input type="checkbox"/> Career <input checked="" type="checkbox"/> Non-Career c. Current PM POSITION Level (150/EAS-55) Downgraded from EAS-55 d. No. of Clerks-0 No. of Career-0 No. of Non-Career-0 e. No. of Others-1 No. of Career-0 No. of Non-Career-1		a. Time M-F 08:00 - 11:30 - 12:15 - 15:15 Sat 08:00 - 10:00 Total Window Hours Per Week b. Lobby Time M-F 8:00am - 4:30 Sat 8:00am - 4:00pm 34.50																										
13. Number of Customers Served		14. Daily Volume (Pieces)																										
a. General Delivery 0 b. P.O. Box 74 c. City Delivery 0 d. Rural Delivery 0 e. Highway Contract Route Box 0 f. Total 74 g. No. Receiving Duplicate Service 0 h. Average No. Daily Transactions 21.60		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Types of Mail</th> <th>Received</th> <th>Dispatched</th> </tr> </thead> <tbody> <tr> <td>a. First-Class</td> <td>214</td> <td>84</td> </tr> <tr> <td>b. Newspaper</td> <td>77</td> <td>3</td> </tr> <tr> <td>c. Period</td> <td>9</td> <td>2</td> </tr> <tr> <td>d. Other</td> <td>0</td> <td>1</td> </tr> <tr> <td>e. Total</td> <td>300</td> <td>90</td> </tr> <tr> <td>f. No. of Postage Meters</td> <td></td> <td>0</td> </tr> <tr> <td>g. No. of Parcels</td> <td></td> <td>0</td> </tr> </tbody> </table>			Types of Mail	Received	Dispatched	a. First-Class	214	84	b. Newspaper	77	3	c. Period	9	2	d. Other	0	1	e. Total	300	90	f. No. of Postage Meters		0	g. No. of Parcels		0
Types of Mail	Received	Dispatched																										
a. First-Class	214	84																										
b. Newspaper	77	3																										
c. Period	9	2																										
d. Other	0	1																										
e. Total	300	90																										
f. No. of Postage Meters		0																										
g. No. of Parcels		0																										
Finances: a. FY 2008 \$ 14,000 2009 \$ 14,000 2010 \$ 13,807		b. EAS Step 1 PM Basic Salary (no Cole) \$ 23,026 c. PM Fringe Benefits (33.5% of b.) \$ 7,714																										
15. Quarters																												
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (if Leased, Expiration Date) 10/31/2013 Annual Lease \$ 6000 30-day cancellation clause? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Evicted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must write by) Located in <input type="checkbox"/> Business <input type="checkbox"/> Home <input checked="" type="checkbox"/> Other Suitable alternate quarters available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																												
16. Explain:																												
17. Schools, Churches and Organization in Service Area No. 1 Salati Church		18. Administrative/Managing Office (Proposed) Name GLADSBROOK PO EAS Level 35 Miles Away 7.0 Window Service Hours M-F 12:30-15:00 SAT 09:15-10:00 Lobby Hours M-F 7:00am-6:00pm SAT 7:00am-6:00pm PO Boxes Available 60																										
19. Businesses in Service Area No. 8 Lamy's Tap Awnes storage units Lincoln Savings Bank Arvid Home Heartland Coop Rentback Recycling Wertzke Plumbing and Heating Lincoln Volunteer Fire Department		20. Nearest Post Office (if different from above) Name GLADSBROOK PO EAS Level 35 Miles Away 7.0 Window Service Hours M-F 12:30-15:00 SAT 09:15-10:00 Lobby Hours M-F 7:00am-6:00pm SAT 7:00am-6:00pm PO Boxes Available 60																										
21. Prepared by																												
Typed Name and Title ANGIE GREEN		Signature ANGIE GREEN		Telephone No. AC U (319) 399-2902																								
PO Discontinuance Coordinator Name KAREN LEMANE		Telephone No. AC U (319) 399-2902		Location CEDAR RAPIDS, IOWA																								



A. Office

Name: LINCOLN State: IA Zip Code: 50652
Area: WESTERN District: HAWKEYE PFC
Congressional District: 03 County: Tama
EAS Grade: 55 Finance Number: 185157
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 19. And the verification of new service type is complete.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 03/28/2011
Fax No: (319) 399-5502

04/04/11

OIC/POSTMASTER

SUBJECT: LINCOLN Post Office

Enclosed are questionnaires addressed to customers of the LINCOLN Post Office. I have also enclosed additional copies of the questionnaires for any retail or other customer who wishes to complete one. Please furnish these questionnaires to retail customers upon request. All completed forms should be forwarded to my office by 04/20/11 for further review.



Karen Lenane
Post Office Review Coordinator
Enclosures



04/04/2011

Dear Postal Service Customer:

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The Postmaster at the LINCOLN Post Office was promoted on 01/12/2002. The Office is being studied for possible closing or consolidation for the following reasons: Study for discontinuance request based on minimal workload, revenue, need for more operational efficiency and the ability for the Postal Service to provide effective and regular service by an alternate means.

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by rural route service emanating from the GLADBROOK PO.

We estimate that carrier service would cost the Postal Service substantially less than maintaining the Post Office in your community and still provide regular and effective service. Enclosed is information about some of the services available from the carrier. Retail services are also available at the GLADBROOK PO, located 7.0 miles away. Hours of service at this office are 09:15-11:30 12:30-16:00, Monday through Friday, and 09:15-10:00 on Saturday. Post Office box service is available at this location at the same fees.

I invite you to think about a possible change to rural route service. Please return the enclosed questionnaire by 04/19/2011 using the pre-addressed envelope provided or at the community meeting.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the Lincoln Amvet Home on 04/19/2011 from 7:30 pm to 8:30 pm to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time.

If you have any questions, you may call Karen Lenane at (319) 399-2902.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Ange Green for Thomas Allen".

THOMAS ALLEN
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998

Enclosures:

Questionnaire and return envelope Summary of Post Office Change Regulations,
Carrier delivery information CBU information sheet (when appropriate)

**Postal Service Customer Questionnaire**

1. Please check the appropriate box to indicate whether you use the LINCOLN Post Office for each of the following.

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Postal Services

- a. Entering permit mailings ☐ YES ☐ NO
- b. Resetting/using postage meter ☐ YES ☐ NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) ☐ YES ☐ NO
- b. Using for school bus stop ☐ YES ☐ NO
- c. Assisting senior citizens, persons with disabilities, etc. ☐ YES ☐ NO

If yes, please explain:

- d. Using public bulletin board ☐ YES ☐ NO

- e. Other: ☐ YES ☐ NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☐ NO

If yes, please explain:



3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

☐ Better

☐ Just as Good

☐ No Opinion

☐ Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☐ Shopping

☐ Personal needs

☐ Banking

☐ Employment

☐ Social needs

5. Do you currently use local businesses in the community?

☐ Yes ☐ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Name:

Address:

Telephone:

Date:

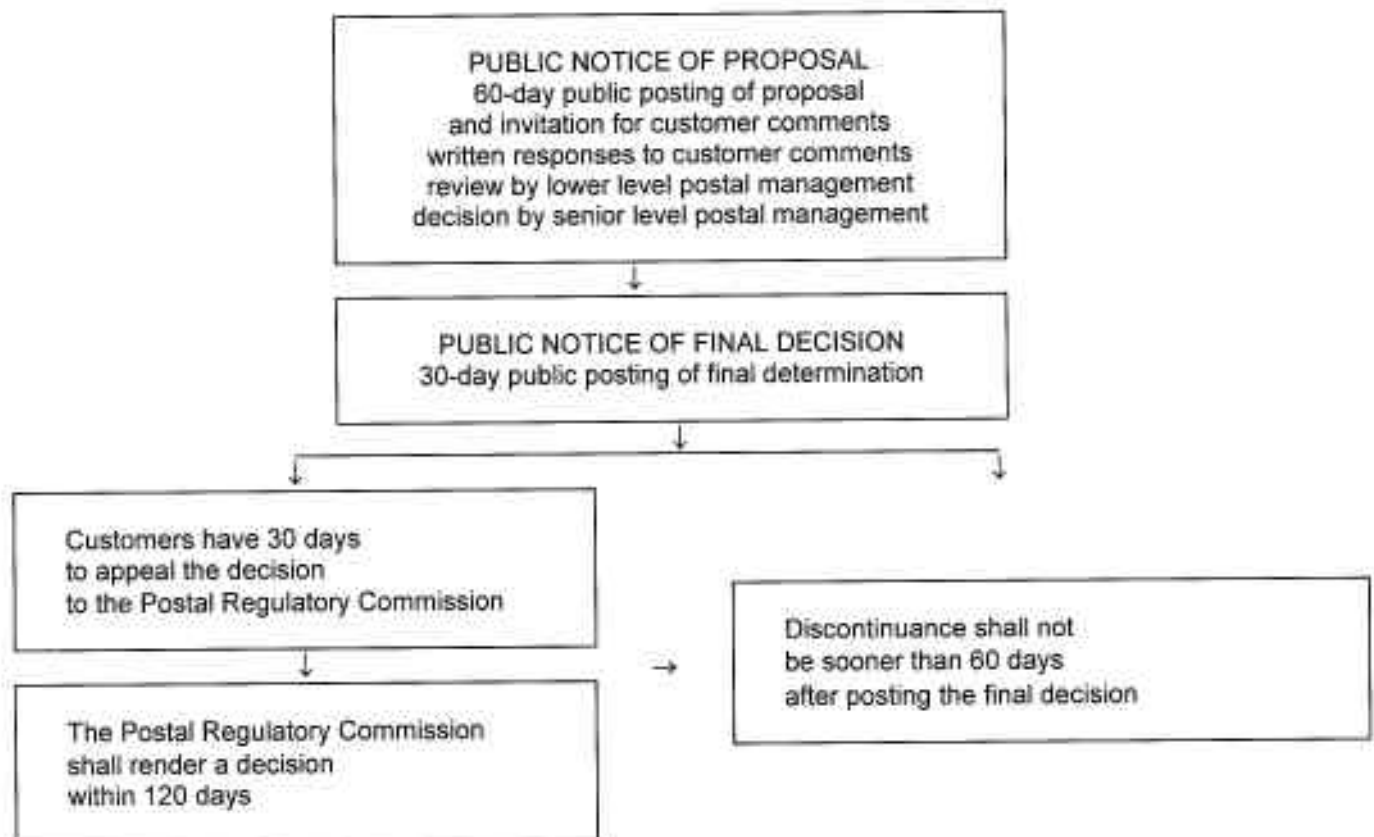
Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

SUMMARY OF POST OFFICE CHANGE REGULATIONS

Certain regulations based on federal law apply when postal managers propose to replace a post office with an alternate form of postal service. These regulations are designed to ensure that the reasons for proposing such changes in postal service are fully disclosed at a stage when customers can make helpful contributions toward a final decision. The full text of the statutory regulations appears in Title 39, United States Code, Section 404(b), while the implementing regulations appear in Title 39, Code of Federal Regulations, Part 241.3.

An initial investigation and any subsequent formal proposal to discontinue a post office originate with postal field managers responsible for post offices in that area. The proposal must explain the services recommended as substitutes and the rationale that supports this recommendation. The written proposal is prominently posted for 60 days at affected post offices, along with an "Invitation for Comments," which formally invites customer comments. At the end of the 60-day comment period, additional review is made at lower and upper levels of postal management.

When a final decision is made at Postal Headquarters in Washington, DC, that decision is posted in affected post offices for 30 days, during which customers may appeal the decision to the Postal Regulatory Commission in Washington, DC. The Postal Regulatory Commission has 120 days to consider and decide an appeal. Even without an appeal, no post office may be closed sooner than 60 days after the public posting of the final decision.





BOOK NO. 1370481-50652
PAGE 21
5

POST OFFICE ON WHEELS SERVICES AVAILABLE FROM RURAL AND HIGHWAY CONTRACT ROUTE CARRIERS

You can eliminate almost all trips to the Post Office, because doing business with the Postal Service is as close as your mailbox. The carrier can provide virtually all postal services to you, and most transactions do not require meeting the carrier at the mailbox. Some of the most frequently used services are:

MAILING PACKAGES

Carriers will accept packages at the mailbox without a customer being present, provided the postage is fully prepaid, and the customer is known to reside or conduct business at that collection point. The package **MUST** have a matching return address that is the same as the collection point. If postage has not been applied, estimate the amount of postage needed and leave the money in the mailbox. If insurance is desired, the value of the contents must be specified. The carrier will take the package to the Post Office, and it will be weighed to determine the appropriate rate. The package will be mailed that same day. The carrier will leave the customer's change and insurance receipt, if appropriate, in the mailbox on the next delivery day.

PURCHASING STAMPS BY MAIL

The Stamps by Mail program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, *Stamp Purchase Order (Rural)*, available from the Post Office or the carrier. Commemorative stamps and stamp-collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the United States Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the Post Office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

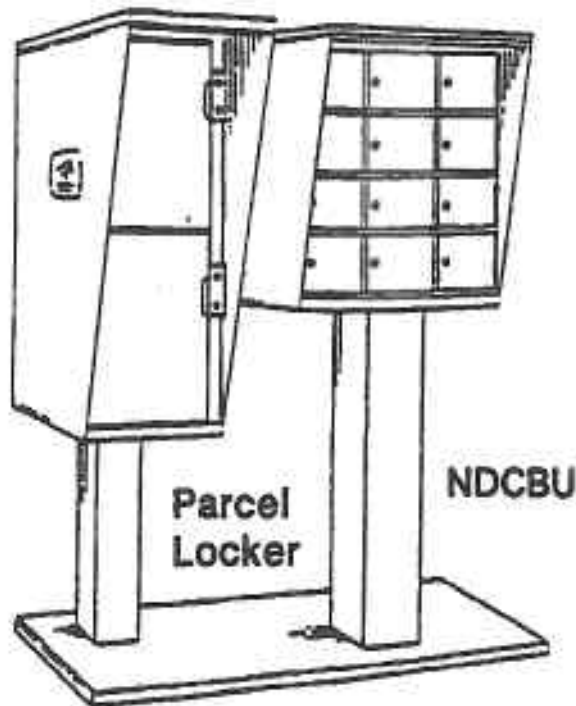
Special services such as Certified, Registered, Express Mail, Delivery Confirmation, Signature Confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the Post Office during their absence. Upon return, the customer asks the Post Office to resume delivery.



Cluster Box Units



Neighborhood Delivery and Collection Box Units (NDCBUs) and Cluster Box Units (CBUs) are secure, free-standing units of individually locked mail compartments that are provided, installed, and maintained by the Postal Service at no cost to customers. These units benefit customers in time and money because they eliminate the customer's cost to install new boxes, and any future replacement and maintenance. A significant benefit of the NDCBUs and CBUs is the security they provide against mail theft and mailbox vandalism. Another advantage is the convenience of depositing outgoing mail in the designated collection compartment in the CBU or NDCBU.

Each customer's unit is large enough to hold several days' accumulation of mail, thereby eliminating the need to have mail held at the Post Office during short periods away from home. For longer periods away from home, customers should continue to contact the Post Office and request their mail to be:

1. Held at the Post Office until they return, or
2. Delivered to a specified friend or neighbor, or
3. Forwarded to their temporary address.

Parcel lockers may be installed next to NDCBUs for receiving packages that do not require a signature. Each CBU includes at least one parcel locker.

Customers are provided keys to their individual mailbox compartments in CBUs and NDCBUs. Parcel locker keys are placed in a customer's mailbox compartment when a parcel is secured in a locker for that customer.

Postal Service Customer Questionnaire Analysis

Questionnaires were distributed to all delivery customers of the LINCOLN Post Office on 04/04/2011. Additionally, during the survey period, questionnaires were available at the LINCOLN Post Office to walk-in retail customers.

1. Number of Questionnaires

Total questionnaires distributed	74
Favorable to proposal	0
Unfavorable to proposal	13
Expressing no opinion	23
Total questionnaires received	44

Postal Concerns

The following postal concerns were expressed:

1. Concern (Favorable)

No Concern

Response:

2. Concern (No Opinion)

Customers were concerned about mail security

Response:

You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

3. Concern (No Opinion)

No Concern

Response:

4. Concern (Unfavorable)

Customers were concerned about having to travel to another post office for service

Response:

You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamp by Mail and Money Order Application forms are available for customer convenience.

5. Concern (Unfavorable)

Customers were concerned about later delivery of mail

Response:

You expressed a concern about delivery time. A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.

6. Concern (Unfavorable)

No Concern

Response:

7. Concern (Unfavorable)

You were concerned about having to travel to another post office for service

Response:

You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamp by Mail and Money Order Application forms are available for customer convenience.

Nonpostal Concerns

The following nonpostal concerns were expressed:

Community Meeting Roster

Postal Service Representative (Names and Titles):

Date: 04/19/2011

Time: 7:30 pm

Meeting NO. 1370481-50652

CLASS. 24

CITY 1

Total Number of Customers Present:

27

Place: Lincoln Amvet Home

Post:

This document may become a part of the official record that will be available for public viewing.

Names of Customers Present:

Name	Mailing Address (optional)	Zip Code	Phone Number
Stacy L. Stuchman	Box 169 102 North Street	50652	641-473-9924
Shirley Torgat	PO Box 92 Pwlling	50652	319-269-6442
Kathy Moore	P.O. Box 127	50652	641-485-8636
Bobby D. Water	PO Box 106	50652	641-473-2041
David Fink	Box 62	50652	641-473-2793
Vickie Herrick	PO Box 156	50652	641-473-2787
Sam Anderson	204 3rd St	50672	641- 868 2043
Paul Muth	PO Box 120 Emery	50652	641-473-2450
Michelle Clark	PO Box 193	50652	641-473-3188
Rand Clark	PO Box 143	50652	641-473-3188
David Y. Faythall	Box 91	50652	641-473-2423
John Burdick	Box 91	50652	641-473-2423
Trent Winters	Box 79	50652	641- 473 2545
Rob Winters	Box 79	50652	641-751-8302
Mary Belcher Westgate		50681	

Community Meeting Roster

Postal Service Representative (Names and Titles)

Date: 04/19/2011

Time: 7:30 pm

COUNT NO
1137/20137 0481-50652
24
2

Total Number of Customers Present:

Place: Lincoln Annex Home

Post

This document may become a part of the official record that will be available for public viewing.

Names of Customers Present:

Name	Mailing Address (optional)	Zip Code	Phone Number
Maria Smith	Box 11, Lincoln	50652	641-473-2685
Bob Breda	Wesgate	50681	
Roger Dostak	Box 106	50652	641-473-2041
RoseAnn Garvey	P.O. Box 11	50652	319-239-8193
Andrea Stocker	P.O. Box 43	50652	641-473-3150
Greg Stocker	P.O. Box 43	50652	641-473-3150
Steve Mah	P.O. Box 74	50652	641-473-2327
John Edwards	P.O. Box 120	11	641-473-2452

Meeting Roster

Date: 04/19/2011

Time 7:30 pm

1370481-50652
24
3

Price: Lincoln Amyel Home

Post

Available for public viewing

Mailing Address optional

[illegible]

Postal Service Customer Community Meeting Analysis

(categorize customer concerns as postal or nonpostal and provide the Postal Service response for each.)

Postal Concerns

1. Concern (Unfavorable):
Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages.
Response:
You expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
2. Concern (Unfavorable):
Customers were concerned about later delivery of mail.
Response:
You expressed a concern about delivery time. A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$6 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.
3. Concern (Unfavorable):
Customers were concerned about mail security.
Response:
You expressed a concern about the security of mail. Customers were informed that cluster box units are proposed for security and convenience reasons.
4. Concern (Unfavorable):
Customers asked why their post office was being discontinued while others were retained.
Response:
You asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
5. Concern (Unfavorable):
Customers questioned keeping the boxes in the current Post Office building.
Response:
That is not an option at this time, it would still require us to have a leased facility.
6. Concern (Unfavorable):
Customers expressed concern about collection of outgoing mail.
Response:
You expressed a concern about the collection of outgoing mail. Collection of mail will be made by the carrier when serving the route. The customer should raise the flag on the mailbox to alert the carrier that outgoing mail is to be collected from the mailbox.
7. Concern (Unfavorable):
Customers wondered if they could retain their zip code.
Response:
We are working hard to ensure you could retain Lincoln Ia 50652 as the last line of your address.
8. Concern (Unfavorable):
Customers questioned when a decision will be made.
Response:
Customers were instructed to look at postings in the Lincoln Post Office. The goal of a study is to have complete in 7-9 months.
9. Concern (Unfavorable):
Customers questioned the liability issue of CBU's and if someone were to get injured who would be liable.
Response:
We would need to refer that question to the Post Office legal department.
10. Concern (Unfavorable):
Customers were questioning a possible CPO.

Response:

A CPO is not an option at this time we are proposing rural delivery.

11. Concern (Unfavorable):

Customers questioned if it were possible to reduce hours.

Response:

At this time we are studying for discontinuance.

12. Concern (Unfavorable):

Customers questioned the economic savings of the proposed discontinuance.

Response:

You questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.

13. Concern (Unfavorable):

You were concerned about having to travel to another post office for service.

Response:

You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

14. Concern (Unfavorable):

Customer expressed a concern about package delivery and pickup.

Response:

You expressed a concern about package delivery and pickup. Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to ¼ mile off of the line of travel, at a designated place, such as on your porch or under a carport.

Nonpostal Concerns

1. Concern (Unfavorable):

Customers expressed concern for loss of community identity.

Response:

You expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

2. Concern (Unfavorable):

Customers felt the post office should remain open since they paid taxes.

Response:

You expressed a concern that since the people of your community paid taxes the post office should remain open. The Postal Service is not supported by tax dollars and must meet expenses by revenue it generates. Operational savings for the Postal Service contributes in the long run to stable postage rates and savings for customers.



A. Office

Name: LINCOLN State: IA Zip Code: 50652
Area: WESTERN District: HAWKEYE PFC
Congressional District: 03 County: Tama
EAS Grade: 55 Finance Number: 185157
Post Office: ☒ Classified Station: ☐ Classified Branch: ☐ CPO: ☐

This form is a place holder for number 27. There was not a petition recieved.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/21/2011
Fax No: (319) 399-5502

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June 14, 2011

The Honorable Charles E. Grassley
United States Senator
150 1st Avenue, NE, Suite 325
Cedar Rapids, IA 52401-1115

Dear Senator Grassley:

This responds to your June 6 letter regarding the Earlville, Buckingham and Lincoln Post Offices.

I appreciate your interest in this matter. As you are aware, the U.S. Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations. As a result of dramatic declines in mail volume, the Postal Service continues to experience significantly reduced revenue. In fact, over the past five years, mail volume has declined by 43.1 billion pieces, customer visits have decreased by 200 million, and retail transactions have diminished by \$2 billion. In order to sustain universal mail service to the American people, we are taking every action within our control to cut costs and streamline operations across the organization.

Hawkeye District officials confirm that the Earlville, Buckingham and Lincoln Post Offices are being studied for possible discontinuance. The studies are ongoing, and no final decision has been made. Please be assured that postal officials are devoting careful attention to these studies, and customers will be notified in advance of any changes that may affect service in their area.

During this process, postal managers will consider the effect on the community and postal employees, the ability to provide a maximum degree of effective and regular postal services to the affected community, and potential economic savings. Customers of an office considered for closing are provided opportunities, through questionnaires and public meetings, to share their concerns and views both on the action and on mail service alternatives. Before the Postal Service makes a decision to close or consolidate an independent Post Office, we comply with all the stipulations mandated by federal law. All final decisions are subject to review by the independent Postal Regulatory Commission, and the discontinuance procedures contained in Title 39, United States Code, are exercised before an independent Post Office can be permanently closed. If an office is closed, the office name is retained for use in local mailing addresses to preserve community identity.

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Page 2

Please be assured that any decision to discontinue operations at the Earlville, Buckingham or Lincoln Post Offices will carefully balance our universal service responsibility and our statutory duty to operate in an efficient manner. Consideration of such matters will help ensure that the Postal Service furnishes a maximum degree of regular and effective postal services to the community well into the future.

Thank you for writing. If I can be of assistance in the future, please let me know.

Sincerely,

(signed)

Sheila T. Meyers
Manager, Government Relations

JUL 6 2011 4:23PM

SENATOR GRASSLEY CDR

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NO 1237

plu

28

3

JUL 06 2011



Charles E. Grassley

150 1st Avenue NE

Suite 325

Cedar Rapids, IA 52401

Phone: 319/363-6832

Fax: 319/363-7179

Facsimile Cover Sheet

To: *Sheila Meyers*

From: *Fred Schuster*

Fax Number: *202-268-6310*

Subject: *Postal Service Closings in Earlville, Buckingham & Linn, Iowa*

Date: *6 June 2011*

Number of Pages (Including Cover):

2

COMMENTS.

JUN 6 2011 4:24PM

SENATOR GRASSLEY

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4

NO 1277 P. 2

Reply To:

☐ 135 MARY SENATE OFFICE BUILDING
WASHINGTON, DC 20510-1501
(202) 224-3744
e-mail: grassley.senate.gov@senate.gov

☐ 721 FEDERAL BUILDING
210 WALNUT STREET
DES MOINES, IA 50319-2148
(515) 281-1148

☒ 100 1ST AVENUE NE
SUITE 325
CEDAR RAPIDS, IA 52401
(319) 323-6833

United States Senate

CHARLES E. GRASSLEY

WASHINGTON, DC 20510-1501

Reply To:

☐ 109 FEDERAL COURTHOUSE BUILDING
300 8TH STREET
SIOUX CITY, IA 51101-1744
(712) 324-1822

☐ 210 WATERLOO BUILDING
621 COMMERCIAL STREET
WATERLOO, IA 50701-0497
(319) 323-9607

☐ 131 WEST 2ND STREET
SUITE 100
DAVENPORT, IA 52801-1418
(562) 322-4331

☐ 301 FEDERAL BUILDING
8 SOUTH 6TH STREET
COUNCIL BLUFFS, IA 51501-4256
(712) 322-7103

June 6, 2011

Ms. Sheila Meyers, Manager
Government Relations
475 L'Enfant Plaza, SW, Room 10804
Washington, DC 20260-3500

Dear Ms. Meyers:

I have received two contacts concerning possible closings of Postal Service facilities in Earlville, Iowa and for the communities of Buckingham and Lincoln, Iowa. I would appreciate it if you would look into these possible closings and advise me so I may respond to my constituents.

Please respond to the attention of Fred Schuster in my Cedar Rapids office. I appreciate your time and attention to these issues.

Sincerely,


Chuck Grassley
United States Senator

RANKING MEMBER,
JUDICIARY

Committee Assignments:

AGRICULTURE
BUDGET
FINANCE

CO-CHAIRMAN,
INTERNATIONAL NARCOTICS
CONTROL CAUCUS

PRINTED ON RECYCLED PAPER

Proposal Checklist

Section I

Responsiveness to Community Postal Needs

Tell what we are doing and why.

Is reason for discontinuance justified and documented in the record?

If suspended, what type of alternate service customers are now receiving?

Reason for vacancy and information on postmaster/OIC

Number of customers and type of service they received and will receive

Hours of service, daily window transaction average, number of permit mailers, and postage meter users

Last three fiscal years of revenue and revenue units.

Decline in service workload/reduction in EAS level, if appropriate.

Nearest Post Office, office level, miles away, hours of service, number of Post Office boxes available.

Administrative/emanating office — office level, miles away, hours of service, number of Post Office boxes available

If the nearby/administrative Post Office has a different Post Office box fee schedule, this is stated in the proposal.

Preproposal activities — questionnaires: number of favorable, unfavorable and no opinion responses must equal the total number of questionnaires returned. List customer concerns and Postal Service responses.

Community meeting. Number of customers who attended, customer concerns, and Postal Service responses.

Information on petitions and congressional inquiries included with Postal Service responses.

Revised proposal states dates and locations the proposal was posted for 60 days. Number of comments received, customer concerns and Postal Service responses.

Advantages and disadvantages of proposed alternate service.

Any other pertinent information concerning Postal Service needs:

Section II

Effect on the Community

Brief background of area, community government, population, etc.

Number of businesses, religious institutions, schools, local government offices, social organizations, etc.

Was Post Office used as meeting place?

Was Post Office a shelter for a bus stop?

Did the Post Office have a public bulletin board?

Were government forms available at the Post Office?

Did the Post Office provide assistance to senior citizens, persons with disabilities, etc.?

What is the historical value of the office?

Is an address change necessary?

Will the community identity be preserved?

What are the growth trends (flat, up, down)?

Were any other nonpostal items identified?

Section III

Effect on Employees

Paragraph explaining about postmaster vacancy/OIC/other career and noncareer employees of the office. If a postmaster or other employees are reassigned this must be explained and tell whether the reassignments are voluntary.

Section IV

Economic Savings

A statement of annual savings includes a breakdown as follows:

Postmaster salary (EAS-55, Minimum, no COLA)

Fringe benefits 33.5%

Rental costs, excluding utilities

Total annual costs

Less estimated cost of replacement service

Total annual savings

\$	23,026
\$	7,714
\$	6,600
\$	37,340
-	8,020
\$	29,320

A one-time expense of \$ 3553 will be/was incurred for installation of CBUs and parcel lockers.

Is postmaster salary based on the minimum salary without COLA?

Does postmaster salary reflect the current office evaluation?

Section V

Other Factors

The Postal Service has identified no other factors for consideration (if appropriate).

List other factors as appropriate.

Other factors when replacement service is a CPO.

Section VI

Summary

The proposal must include a brief summary that explains why the closing or consolidation is necessary and an assessment of how those factors supporting the need for change outweigh any negative factors. In taking competing considerations into account, the need to provide a maximum degree of effective and regular service must be paramount.

Section VII

Notices

Appropriate notice is made that this is a proposal and not a final determination. If a final determination is made to discontinue the office, information on the appeal process will be provided at that time.

Checklist Completed By:

Investigative Coordinator

Date

Reviewed and Certified By:

District PO Review Coordinator

Date

5-4-11

5-4-11



04/21/2011

SENIOR VICE PRESIDENT
GOVERNMENT RELATIONS AND PUBLIC POLICY
475 L'ENFANT PLAZA SW RM 10804
WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Close
the LINCOLN Post Office
Docket No: 1370481

This is to advise you that on 05/06/2011, I will post for public comment a proposal to close the LINCOLN Post Office in Tama,
Congressional District No. 03.

If you have any questions, please call KAREN LENANE District Review Coordinator at (319) 399-2902.

GAIL DUBA
District Manager
HAWKEYE PFC District

cc: Manager, Customer Service Operations
Area Manager, Public Affairs and Communications

Enclosures: PS Form 4920
Proposal



05/04/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of
LINCOLN Proposal
Docket No. 1370481 - 50652

Please post the enclosed proposal to close the LINCOLN Post Office in the lobby. The proposal must be posted in a prominent place from 05/06/2011 through close of business on 07/07/2011. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date stamp it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in AS-353 Guide to Privacy and the Freedom of Information Act. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (319) 399-2902.

A handwritten signature in black ink, appearing to read "K. Lenane".

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC District

Enclosures: PS Form 4920
Proposal
Invitation for Comments
Comment Forms
Official Record

Date of Posting: 05/06/2011

Date of Removal: 07/07/2011



UNITED STATES POSTAL SERVICE



INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE
THE LINCOLN, IA POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

To the customers of the Lincoln Post Office:

The Postal Service is considering the close of the Lincoln Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 05/06/2011 through 07/07/2011, you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Lincoln Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

KAREN LENANE
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

THOMAS ALLEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

Date of Posting: 05/06/2011



UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE
THE LINCOLN, IA POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

Date of Removal: 07/07/2011



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For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

THOMAS ALLEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

Date of Posting: 05/06/2011

Posting Round Date:



Date of Removal: 07/07/2011

Removal Round Date:



PROPOSAL TO CLOSE
THE LINCOLN, IA POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370481 - 50652

Date of Posting: 05/06/2011

Posting Round Date:



Date of Removal: 07/07/2011

Removal Round Date:



PROPOSAL TO CLOSE
THE LINCOLN, IA POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370481 - 50652

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Lincoln, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Gladbrook Post Office, located seven miles away. Service may be provided to cluster box units (CBUs).

CBUs are secure free-standing units of individually locked mail compartments installed and maintained by the Postal Service at no cost to the customer. A parcel locker may also be installed.

The postmaster position became vacant when the postmaster was promoted on January 12, 2002. An employee from a neighboring office may be installed as the temporary officer-in-charge (OIC). Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons: Study for discontinuance request based on minimal workload, revenue, need for more operational efficiency and the ability for the Postal Service to provide effective and regular service by an alternate means.

The Lincoln Post Office, an EAS-55 level, provides service from 08:00 - 11:30 - 13:15 - 16:15 Monday - Friday, 08:00 - 10:00 Saturday and lobby hours of 8:00am - 4:30 on Monday - Friday and 8:00am - 4:00pm on Saturday to 74 post office box customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 22 transaction(s) accounting for 29 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$14,085 (37 revenue units) in FY 2008; \$14,020 (37 revenue units) in FY 2009; and \$13,807 (36 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On April 19, 2011, representatives from the Postal Service were available at Lincoln Armet Home to answer questions and provide information to customers. 27 customer(s) attended the meeting.

On April 04, 2011, 74 questionnaires were distributed to delivery customers of the Lincoln Post Office. Questionnaires were also available over the counter for retail customers at the Lincoln Post Office. 44 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 8 favorable, 13 unfavorable, and 23 expressed no opinion.

If this proposal is implemented, delivery and retail services will be provided by the Gladbrook Post Office, an EAS-16 level office. Window service hours at the Gladbrook Post Office are from 09:15-11:30 12:30-16:00, Monday through Friday, and 09:15-10:00 on Saturday. There are 60 post office boxes available.

The following concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, on the petition, and from the congressional inquiry:

- | | |
|--------------------|--|
| 1. Concern: | Customers were concerned about having to travel to another post office for service |
| Response: | The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. |
| 2. Concern: | Customers were concerned about later delivery of mail |
| Response: | The customer expressed a concern about delivery time. A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover. |
| 3. Concern: | Customers were concerned about mail security |

Response:

The customer expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

4. **Concern:**

You were concerned about having to travel to another post office for service

Response:

The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

5. **Concern:**

Customer expressed a concern about package delivery and pickup

Response:

The customer expressed a concern about package delivery and pickup. Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to 1/4 mile off of the line of travel, at a designated place, such as on your porch or under a carport.

6. **Concern:**

Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages

Response:

The customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.

7. **Concern:**

Customers asked why their post office was being discontinued while others were retained

Response:

The customer asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

8. **Concern:**

Customers expressed concern about collection of outgoing mail

Response:

The customer expressed a concern about the collection of outgoing mail. Collection of mail will be made by the carrier when serving the route. The customer should raise the flag on the mailbox to alert the carrier that outgoing mail is to be collected from the mailbox.

9. **Concern:**

Customers questioned if it were possible to reduce hours.

Response:

At this time we are studying for discontinuance.

10. **Concern:**

Customers questioned keeping the boxes in the current Post Office building.

Response:

That is not an option at this time, it would still require us to have a leased facility.

11. **Concern:**

Customers questioned the economic savings of the proposed discontinuance

Response:

The customer questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.

12. **Concern:**

Customers questioned the liability issue of CBU's and if someone were to get injured who would be liable.

Response:

We would need to refer that question to the Post Office legal department.

13. **Concern:**

Customers questioned when a decision will be made.

Response:

Customers were instructed to look at postings in the Lincoln Post Office. The goal of a study is to have complete in 7-8 months.

14. **Concern:**

Customers were questioning a possible CPO.

Response:

A CPO is not an option at this time we are proposing rural delivery.

15. **Concern:**

Customers wondered if they could retain their zip code.

Response:

We are working hard to ensure you could retain Lincoln Ia 50652 as the last line of your address.

Some advantages of the proposal are:

1. The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Lincoln is an unincorporated community located in Tama County. The community is administered politically by Mayor and council. Police protection is provided by the Tama County Sheriff. Fire protection is provided by the Lincoln Fire Department. The community is comprised of retired people, farmers/ranchers, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: Salem Church, Larry's Tap Annie's storage units Lincoln Savings Bank Amvet Home Heartland Coop Reinbeck Recycling Wentzeins Plumbing and Heating Lincoln Volunteer Fire Department. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Lincoln Post Office will be available at the Gladbrook Post Office. Government forms normally provided by the Post Office will also be available at the Gladbrook Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry:

- | | |
|--------------------|---|
| 1. Concern: | Customers expressed concern for loss of community identity |
| Response: | The customer expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory. |
| 2. Concern: | Customers felt the post office should remain open since they paid taxes |
| Response: | The customer expressed a concern that since the people of your community paid taxes the post office should remain open. The Postal Service is not supported by tax dollars and must meet expenses by revenue it generates. Operational savings for the Postal Service contributes in the long run to stable postage rates and savings for customers. |

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster was promoted on January 12, 2002. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 29,320 with a breakdown as follows:

Postmaster Salary (EAS-55, No COLA)	\$ 23,026
Fringe Benefits @ 33.5%	\$ 7,714
Annual Lease Costs	<u>+ \$ 5,600</u>
Total Annual Costs	\$ 37,340
Less Annual Cost of Replacement Service	<u>- \$ 8,020</u>
Total Annual Savings	<u>\$ 29,320</u>

A one-time expense of \$ 3553 will be incurred for installation of CBUs and 0 parcel locker(s).

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the Lincoln, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Gladbrook Post Office, located seven miles away. Service may be provided to cluster box units (CBUs).

The postmaster was promoted on January 12, 2002. If the office has a noncareer PMR, they may be separated from the Postal Service. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Lincoln Post Office provided delivery service to no customers and 74 PO Box customers. The daily retail window transactions averaged 22. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$29,320 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Lincoln Post Office and Gladbrook Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



THOMAS ALLEN
Manager, Post Office Operations

05/06/2011
Date

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the LINCOLN Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.
2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.
3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

Name of Postal Customer

Signature of Postal Customer

Mailing Address

City, State, and ZIP Code

Date _____



07/06/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Instructions for Posting the "Notice of Taking Proposal and Comments Under Internal Consideration"

At the close of business on 07/07/2011 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments must be posted for at least 60 days, and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance.

Sincerely,

A handwritten signature in dark ink, appearing to read "Karen Lenane", written in a cursive style.

KAREN LENANE
Post Office Review Coordinator
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998



A. Office

Name: LINCOLN State: IA Zip Code: 50652
Area: WESTERN District: HAWKEYE PFC
Congressional District: 03 County: Tama
EAS Grade: 55 Finance Number: 185157
Post Office: ☒ Classified Station: ☐ Classified Branch: ☐ CPO: ☐

This form is a place holder for number 36. The round dated copies of the proposal have been received.

Prepared by: Karen Lenane Date: 07/15/2011
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902 Fax No: (319) 399-5502

**NOTICE OF TAKING PROPOSAL AND COMMENTS
UNDER INTERNAL CONSIDERATION**

Date 07/07/2011

Postal Customers of the Lincoln Post Office: The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to close the Lincoln Post Office, which was posted 05/05/2011 through 07/07/2011. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the Lincoln Post Office who disagrees will have the right to appeal that decision to the Postal Regulatory Commission in Washington, DC.

Sincerely,

A handwritten signature in black ink that reads "Thomas Allen". The signature is written in a cursive style with a large, stylized "T" and "A".

THOMAS ALLEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998



07/15/2011

GAIL FINK
BOX 62
LINCOLN, IA 50652

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Lincoln Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

In response to your letter:

- You expressed a concern about having to travel to another Post Office for service. Services provided at the Post Office will be available from the carrier, and customers will not have to travel to another Post Office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Stamps are also available at many stores and gas stations where customers may already shop, online at usps.com, or by calling 1-800-STAMP-24.

I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service.

If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 389-2902.

Sincerely,

A handwritten signature in black ink that reads "Thomas Allen".

Thomas Allen
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998

DOCKET NO.

1370481-50652

ITEM NO.

38

PAGE

1A

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the LINCOLN Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.

The mail will probably go out in the morning and the outgoing mail will have to be ready by that time. Any mail a business, the city, or person gets ready in the afternoon will not be mailed until the next day. It will be harder for people to purchase money orders. It will be harder for businesses and the city to mail certified mail. They will have to fill out the forms also, which should be the job of the post office. People will have to stand out in the elements to get their mail. Closing the post office will cause many inconveniences! People may have to drive to a city with a post office to obtain postal services!

2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.

When a post office closes in a community, it loses a business and a service. Some people may not want to live in a community that does not have a post office. Some people will not move into a city without a post office. A community as a whole will be negatively affected! One more way to kill a city.

3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

Don't adopt the proposal!
4. Why ask these questions when you already know how closing a post office affects people and businesses?

Gail Fink

Name of Postal Customer

Gail Fink

Signature of Postal Customer

Box 62

Mailing Address

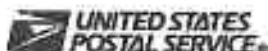
Lincoln, IA 50652

City, State, and ZIP Code

June 25, 2011

Date

Also the way the post office won't close a post office with a postmaster. What's so special about a postmaster? Like someone said, "An inefficient business can't do an inefficiency study." The way the postal dept. is acting on what offices to close, shows how stupid the postal dept. really is!



07/15/2011

CHARLOTTE ALLEN
PO BOX 65
LINCOLN, IA 50652

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Lincoln Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

In response to your letter:

- You expressed a concern about those customers with disabilities who are not able to go to the Post Office to pick up their mail. Customers are not required to travel to another Post Office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service.

If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 389-2902.

Sincerely,

A handwritten signature in black ink that reads "Thomas Allen".

Thomas Allen
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52408-9998

DOCKET NO.

ITEM NO.

PAGE

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2A

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the LINCOLN Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.

I will have to travel to get money orders, which is how I pay my bills. I am disabled driving in bad weather makes it impossible for me to get out.

2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.

Many elderly go to the post office this is some their only link to the outside.

3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

This is not a good thing many people are going to have problems with this post office closing.

Charlotte J Allen

Name of Postal Customer

Charlotte J Allen

Signature of Postal Customer

P.O Box 65

Mailing Address

Lincoln, IA 50652

City, State, and ZIP Code

4/13/11

Date



07/15/2011

STACY STOEHR
BOX 169
LINCOLN, IA 50852

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Lincoln Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

In response to your letter:

- You expressed a concern about having to travel to another Post Office for service. Services provided at the Post Office will be available from the carrier, and customers will not have to travel to another Post Office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Stamps are also available at many stores and gas stations where customers may already shop, online at usps.com, or by calling 1-800-STAMP-24.

I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service.

If you have additional questions or comments, please feel free to contact Karen Lanane at (319) 389-2902.

Sincerely,

A handwritten signature in black ink that reads "Thomas Allen".

Thomas Allen
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52408-9998

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the LINCOLN Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.
Traveling to Buy Stamps, high fuel cost would make me use less often. The Post Office should remain. Closing it would make local Business less likely to locate to Lincoln. It is unhelpful for them to close the Post office for Economic Reasons.
2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.
Bus less likely locating to Lincoln. The town is losing businesses the post office would be just one more.
3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.
It is unacceptable for the Post Office to close & go to Boxes. The Post Office has created its own problems and needs to reform not downsize laying off more people in this time of Economic Emergency.

Steve S. Stach
Name of Postal Customer

Steve S. Stach
Signature of Postal Customer

Box 169 Lincoln IA
Mailing Address

IA 50652
City, State, and ZIP Code

June 6, 2011
Date

DOCKET NO. 1370481-50652
ITEM NO. 38
PAGE 4



Memo to the record
7/15/2011

A name and address was not provided with this invitation for comments. As a result, a response will not be provided.

Angie Green

Angie Green
Post Office Review Investigator

DOCKET NO.

ITEM NO.

1370481-50652

38

4A

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the LINCOLN Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.

When you make it you get off at 3 your
cars make it to P.O. each day

2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.

Being able to see people to know about thing
important to Town people the few minutes you can
see them.

3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

Think about email Town People.
We are always the ones who have to change & Travel

Name of Postal Customer

Signature of Postal Customer

Mailing Address

City, State, and ZIP Code

Date



A. Office

Name: LINCOLN State: IA Zip Code: 50652
Area: WESTERN District: HAWKEYE PFC
Congressional District: 03 County: Tama
EAS Grade: 55 Finance Number: 185157
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 39. There was not a premature appeal received.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 07/15/2011
Fax No: (319) 399-5502

Date of Posting: 05/06/2011

Posting Round Date:



Date of Removal: 07/07/2011

Removal Round Date:



PROPOSAL TO CLOSE
THE LINCOLN, IA POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370481 - 50652

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Lincoln, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Gladbrook Post Office, located seven miles away. Service may be provided to cluster box units (CBUs).

CBUs are secure free-standing units of individually locked mail compartments installed and maintained by the Postal Service at no cost to the customer. A parcel locker may also be installed.

The postmaster position became vacant when the postmaster was promoted on January 12, 2002. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons: Study for discontinuance request based on minimal workload, revenue, need for more operational efficiency and the ability for the Postal Service to provide effective and regular service by an alternate means.

The Lincoln Post Office, an EAS-55 level, provides service from 08:00 - 11:30 - 13:15 - 16:15 Monday - Friday, 08:00 - 10:00 Saturday and lobby hours of 8:00am - 4:30 on Monday - Friday and 8:00am - 4:00pm on Saturday to 74 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 22 transaction(s) accounting for 29 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$14,085 (37 revenue units) in FY 2008; \$14,020 (37 revenue units) in FY 2009; and \$13,807 (36 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On April 19, 2011, representatives from the Postal Service were available at Lincoln Amvet Home to answer questions and provide information to customers. 27 customer(s) attended the meeting.

On April 04, 2011, 74 questionnaires were distributed to delivery customers of the Lincoln Post Office. Questionnaires were also available over the counter for retail customers at the Lincoln Post Office. 44 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 8 favorable, 13 unfavorable, and 23 expressed no opinion.

One congressional inquiry was received on June 17, 2011.

If this proposal is implemented, delivery and retail services will be provided by the Gladbrook Post Office, an EAS-16 level office. Window service hours at the Gladbrook Post Office are from 09:15-11:30 12:30-16:00, Monday through Friday, and 09:15-10:00 on Saturday. There are 60 post office boxes available.

The following concerns were expressed from questionnaires, the community meeting, from customer letters, on the petition, and from the congressional inquiry:

- | | |
|--------------------|---|
| 1. Concern: | Customers were concerned about having to travel to another post office for service |
| Response: | The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. |
| 2. Concern: | Customers were concerned about later delivery of mail |
| Response: | The customer expressed a concern about delivery time. A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cov |
| 3. Concern: | Customers were concerned about mail security |

Response:

The customer expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

4. **Concern:**

You were concerned about having to travel to another post office for service.

Response:

The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

5. **Concern:**

Customers expressed concern for those customers with disabilities who are not able to go to administrative Post Office to pick up their mail.

Response:

Customers are not required to travel to another Post Office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

6. **Concern:**

Customers were concerned about having to travel to another Post Office for service.

Response:

Services provided at the Post Office will be available from the carrier, and customers will not have to travel to another Post Office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Stamps are also available at many stores and gas stations where customers may already shop, online at usps.com, or by calling 1-800-STAMP-24.

7. **Concern:**

Customer expressed a concern about package delivery and pickup.

Response:

The customer expressed a concern about package delivery and pickup. Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to 1/4 mile off of the line of travel, at a designated place, such as on your porch or under a carport.

8. **Concern:**

Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages.

Response:

The customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.

9. **Concern:**

Customers asked why their post office was being discontinued while others were retained.

Response:

The customer asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

10. **Concern:**

Customers expressed concern about collection of outgoing mail.

Response:

The customer expressed a concern about the collection of outgoing mail. Collection of mail will be made by the carrier when serving the route. The customer should raise the flag on the mailbox to alert the carrier that outgoing mail is to be collected from the mailbox.

11. **Concern:** Customers questioned if it were possible to reduce hours.
Response: At this time we are studying for discontinuance.
12. **Concern:** Customers questioned keeping the boxes in the current Post Office building.
Response: That is not an option at this time, it would still require us to have a leased facility.
13. **Concern:** Customers questioned the economic savings of the proposed discontinuance.
Response: The customer questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.
14. **Concern:** Customers questioned the liability issue of CBU's and if someone were to get injured who would be liable.
Response: We would need to refer that question to the Post Office legal department.
15. **Concern:** Customers questioned when a decision will be made.
Response: Customers were instructed to look at postings in the Lincoln Post Office. The goal of a study is to have complete in 7-9 months.
16. **Concern:** Customers were questioning a possible CPO.
Response: A CPO is not an option at this time we are proposing rural delivery.
17. **Concern:** Customers wondered if they could retain their zip code.
Response: We are working hard in ensure you could retain Lincoln Ia 50652 as the last line of your address.

Some advantages of the proposal are:

1. The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Lincoln is an unincorporated community located in Tama County. The community is administered politically by Mayor and council. Police protection is provided by the Tama County Sheriff. Fire protection is provided by the Lincoln Fire Department. The community is comprised of Combination, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: Salem Church, Larry's Tap Annies storage units Lincoln Savings Bank Amvet Home Heartland Coop Reinbeck Recycling Wentzeins Plumbing and Heating Lincoln Volunteer Fire Department. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Lincoln Post Office will be available at the Gladbrook Post Office. Government forms normally provided by the Post Office will also be available at the Gladbrook Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

- 1. Concern:** Customers expressed concern for loss of community identity

Response: The customer expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.
- 2. Concern:** Customers felt the post office should remain open since they paid taxes

Response: The customer expressed a concern that since the people of your community paid taxes the post office should remain open. The Postal Service is not supported by tax dollars and must meet expenses by revenue it generates. Operational savings for the Postal Service contributes in the long run to stable postage rates and savings for customers.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster was promoted on January 12, 2002. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 29,320 with a breakdown as follows:

Postmaster Salary (EAS-55, No COLA)	\$ 23,026
Fringe Benefits @ 33.5%	\$ 7,714
Annual Lease Costs	<u>+ \$ 6,600</u>
Total Annual Costs	\$ 37,340
Less Annual Cost of Replacement Service	<u>- \$ 8,020</u>
Total Annual Savings	<u>\$ 29,320</u>

A one-time expense of \$ 3553 will be incurred for the movement of this facility.

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the Lincoln, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Gladbrook Post Office, located seven miles away. Service may be provided to cluster box units (CBUs).

The postmaster was promoted on January 12, 2002. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Lincoln Post Office provided delivery and retail service to 74 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged 22. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$29,320 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Lincoln Post Office and Gladbrook Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



THOMAS ALLEN
Manager, Post Office Operations

05/06/2011
Date

U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet				1. Date Prepared 05/04/2011																								
2. Post Office Name LINCOLN		3. State and ZIP + 4 Code IA, 50603-5000																										
4. District, Customer Service HAWKEYE PFC	5. Area, Customer Service WESTERN	6. County Tama	7. Congressional District 03																									
8. Reason for Proposal to Discontinue Early for discontinuance request based on minimal workload, revenue, need for more operational efficiency and the ability for the Postal Service to provide effective and regular service by an alternate means.		9. PO Emergency Suspend Reason and Date No Suspension		10. Proposed Permanent Alternate Service																								
11. Staffing		12. Hours of Service																										
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: was promoted Occupied: 01/12/2002 b. <input type="checkbox"/> OIC <input type="checkbox"/> Career <input checked="" type="checkbox"/> Non-Career c. Current PM POSITION Level (180) EAS-55 Downgraded from EAS-55 d. No. of Clerks-0 No. of Career-0 No. of Non-Career-0 e. No. of Others-1 No. of Career-0 No. of Non-Career-1		a. Time M-F 08:00 - 11:30 - 12:15 - 15:15 Set 00:00 - 10:00 Total Window Hours Per Week b. Lobby Time M-F 8:00am - 4:30 Set 8:00am - 4:00pm 34.50																										
13. Number of Customers Served		14. Daily Volume (Pieces)																										
a. General Delivery 0 b. P.O. Box 74 c. City Delivery 0 d. Rural Delivery 0 e. Highway Contract Route Box 0 f. Total 74 g. No. Receiving Duplicate Service 0 h. Average No. Daily Transactions 21.00		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Types of Mail</th> <th>Received</th> <th>Dispatched</th> </tr> </thead> <tbody> <tr> <td>a. First-Class</td> <td>214</td> <td>64</td> </tr> <tr> <td>b. Newspaper</td> <td>77</td> <td>3</td> </tr> <tr> <td>c. Parcel</td> <td>9</td> <td>2</td> </tr> <tr> <td>d. Other</td> <td>0</td> <td>1</td> </tr> <tr> <td>e. Total</td> <td>300</td> <td>60</td> </tr> <tr> <td>f. No. of Postage Meters</td> <td></td> <td>0</td> </tr> <tr> <td>g. No. of Permits</td> <td></td> <td>0</td> </tr> </tbody> </table>			Types of Mail	Received	Dispatched	a. First-Class	214	64	b. Newspaper	77	3	c. Parcel	9	2	d. Other	0	1	e. Total	300	60	f. No. of Postage Meters		0	g. No. of Permits		0
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Finances: a. FY 2008 2009 2010		Receipts \$ 14,069 \$ 14,020 \$ 13,807	b. EAS Step 1 PM Basic Salary (no COLA) \$ 23025	c. PM Fringe Benefits (31.5% of b.) \$ 7,714																								
15a. Quarters																												
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (if Leased, Expiration Date) 10/31/2011 Annual Lease \$ 6500 30-day cancellation clause? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Elected? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must vacate by) Located in: <input type="checkbox"/> Business <input type="checkbox"/> Home <input checked="" type="checkbox"/> Other Suitable alternate quarters available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																												
16b. Explain:																												
17. Schools, Churches and Organization in Service Area No. 1 Salem Church		19. Administrative/Emancipating Office (Proposed) Name GLADSBROOK EAS Level 15 Miles Away 7.0 Window Service Hours: M-F 12:30-15:00 SAT 09:15-10:00 Lobby Hours: M-F 7:00am-4:00pm SAT 7:00am-4:00pm PO Boxes Available: 60																										
18. Businesses in Service Area No. 0 Lary's Tap Arrives storage units Lincoln Savings Bank Amvet Home Heartland Coop Reimbeck Recycling Wenzers Plumbing and Heating Lincoln Volunteer Fire Department		20. Nearest Post Office (if different from above) Name GLADSBROOK EAS Level 15 Miles Away 7.0 Window Service Hours: M-F 12:30-15:00 SAT 09:15-10:00 Lobby Hours: M-F 7:00am-4:00pm SAT 7:00am-4:00pm PO Boxes Available: 60																										
21. Prepared by																												
Printed Name and Title ANGIE GREEN		Signature ANGIE GREEN		Telephone No. AC () (319) 390-2902																								
PO Discontinuance Coordinator Name KAREN LENANE		Telephone No. AC () (319) 390-2902		Location CEDAR RAPIDS, IOWA																								



07/15/2011

MEMO TO THE RECORD

SUBJECT: Certification of the Record
LINCOLN
Docket Number 1370481 - 50652

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

A handwritten signature in cursive script that reads "Gail M. Duba".

GAIL DUBA
District Manager

LOG OF POST OFFICE DISCONTINUANCE ACTIONS

Office Name, State, ZIP Code:	LINCOLN, IA, 50652-5000
EAS Level:	55
District:	HAWKEYE PFC
County:	Tama
Congressional District:	03
Proposal:	<input checked="" type="checkbox"/> Close <input type="checkbox"/> Consolidate
Reason For Proposal:	was promoted
Alternate Service Proposed:	Rural Route Service
Customers Affected:	
Post Office Box:	74
General Delivery:	0
Rural Route:	0
Highway Contract Route (HCR):	0
City Route:	0
Intermediate Rural:	0
Intermediate HCR:	0
Total number of customers:	74

Date	Action
	Office suspended. Reason suspended:
	Suspension notice sent to Headquarters.
01/12/2002	Postmaster vacancy occurred. Reason: was promoted
	Off: Career: 0 Noncareer: 1 Other Employees: 1
02/23/2011	District manager authorization to study.
04/04/2011	Questionnaires sent to customers. Number sent: 74 Number Returned: 44 Analysis: Favorable: 8 Unfavorable: 13 No Opinion: 23
	Petition received. Number of signatures: 0 Concerns expressed:
06/17/2011	Congressional inquiry received: Yes Concerns expressed:
05/04/2011	Proposal and checklist sent to district for review.
04/21/2011	Government Relations and Retail Operations notified by district 10 days before the 60-day posting (PS Form 4920 attached).
05/04/2011	Proposal and invitation for comments posted and round-dated.
07/15/2011	Proposal and invitation for comments removed and round-dated. Comment Analysis: Favorable: 0 Unfavorable: 4 No Opinion: 0 0
None	Premature PRC appeal received. Concerns expressed:
05/04/2011	Updated PS Form 4920 completed (if necessary).
07/15/2011	Certification of the official record.
	District transmittal of official record to vice president, Delivery and Retail, and copy of transmittal letter to vice president, Area Operations.
	Headquarters logged in official record (option entry).
	Record returned to district for additional consideration.
	Record returned as not warranted.
	Final determination posted at affected office(s) and round-dated.
	Final determination removed and round-dated.
	Postal Bulletin Post Office Change Announcement form sent to Headquarters.
	No appeals letter received from Headquarters.
	Appeal to PRC received.
	PRC opinion received on appeal.
	Affirmed: Remanded: USPS Withdrawn:
	Address management systems notified to updated AMS report.
	Discontinuance announced in Postal Bulletin No.: Effective date:

Review Coordinator/person most familiar with the case:

KAREN LENANE Name/Title	(319) 399-2902 Telephone Number
KAREN LENANE District Post Office Review Coordinator	(319) 399-2902 Telephone Number

Sep 21 2011 3:53PM

HP LASERJET FAX

p. 1



Date of Posting: 08/15/2011

Date of Removal: 09/16/2011

FINAL DETERMINATION TO CLOSE
THE LINCOLN, IA POST OFFICE
AND EXTEND
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1370481 - 50652

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is issuing the final determination to close the Lincoln, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Gladbrook Post Office, located seven miles away. Service will be provided to cluster box units (CBUs).

CBUs are secure free-standing units of individually locked mail compartments installed and maintained by the Postal Service at no cost to the customer. A parcel locker may also be installed.

The postmaster position became vacant when the postmaster was promoted on January 12, 2002. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office was studied for possible closing or consolidation due to the following reasons: Study for discontinuance request based on minimal workload, revenue, need for more operational efficiency and the ability for the Postal Service to provide effective and regular service by an alternate means.

The Lincoln Post Office, an EAS-55 level, provides service from 08:00 - 11:30 - 13:15 - 16:15 Monday - Friday, 08:00 - 10:00 Saturday and lobby hours of 8:00am - 4:30 on Monday - Friday and 8:00am - 4:00pm on Saturday to 74 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 22 transaction(s) accounting for 29 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$14,085 (37 revenue units) in FY 2008; \$14,020 (37 revenue units) in FY 2009; and \$13,807 (36 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On April 19, 2011, representatives from the Postal Service were available at Lincoln Amvet Home to answer questions and provide information to customers. 27 customer(s) attended the meeting.

On April 04, 2011, 74 questionnaires were distributed to delivery customers of the Lincoln Post Office. Questionnaires were also available over the counter for retail customers at the Lincoln Post Office. 44 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 8 favorable, 13 unfavorable, and 23 expressed no opinion.

One congressional inquiry was received on June 17, 2011.

When this final determination is implemented, delivery and retail services will be provided by the Gladbrook Post Office, an EAS-16 level office. Window service hours at the Gladbrook Post Office are from 09:15-11:30 12:30-16:00, Monday through Friday, and 09:15-10:00 on Saturday. There are 60 post office boxes available.

The proposal to close the Lincoln Post Office was posted with an invitation for comment at the Lincoln Post Office and Gladbrook Post Office from May 06, 2011 to July 07, 2011. The following additional concerns were received during the proposal posting period:

1. **Concern:**

Customers expressed concern for those customers with disabilities who are not able to go to administrative Post Office to pick up their mail.

Response:

Customers are not required to travel to another Post Office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

2. **Concern:**

Customers were concerned about having to travel to another Post Office for service.

Response:

Services provided at the Post Office will be available from the carrier, and customers will not have to travel to another Post Office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Stamps are also available at many stores and gas stations where customers may already shop, online at usps.com, or by calling 1-800-STAMP-24.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

1. **Concern:** Customers were concerned about having to travel to another post office for service

Response: The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
2. **Concern:** Customers were concerned about later delivery of mail

Response: The customer expressed a concern about delivery time. A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.
3. **Concern:** Customers were concerned about mail security

Response: The customer expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.
4. **Concern:** You were concerned about having to travel to another post office for service

Response: The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
5. **Concern:** Customer expressed a concern about package delivery and pickup

Response: The customer expressed a concern about package delivery and pickup. Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to ½ mile off of the line of travel, at a designated place, such as on your porch or under a carport.
6. **Concern:** Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages

Response: The customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
7. **Concern:** Customers asked why their post office was being discontinued while others were retained

Response: The customer asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
8. **Concern:** Customers expressed concern about collection of outgoing mail

- Response:** The customer expressed a concern about the collection of outgoing mail. Collection of mail will be made by the carrier when serving the route. The customer should raise the flag on the mailbox to alert the carrier that outgoing mail is to be collected from the mailbox.
9. **Concern:** Customers questioned if it were possible to reduce hours.
- Response:** At this time we are studying for discontinuance.
10. **Concern:** Customers questioned keeping the boxes in the current Post Office building.
- Response:** That is not an option at this time, it would still require us to have a leased facility.
11. **Concern:** Customers questioned the economic savings of the proposed discontinuance
- Response:** The customer questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.
12. **Concern:** Customers questioned the liability issue of CBU's and if someone were to get injured who would be liable.
- Response:** We would need to refer that question to the Post Office legal department.
13. **Concern:** Customers questioned when a decision will be made.
- Response:** Customers were instructed to look at postings in the Lincoln Post Office. The goal of a study is to have complete in 7-9 months.
14. **Concern:** Customers were questioning a possible CPO.
- Response:** A CPO is not an option at this time we are proposing rural delivery.
15. **Concern:** Customers wondered if they could retain their zip code.
- Response:** We are working hard to ensure you could retain Lincoln Ia 50652 as the last line of your address.

Some advantages of the proposal are:

1. The rural and contract carriers may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Lincoln is an unincorporated community located in TAMA County. The community is administered politically by Mayor and council. Police protection is provided by the Tama County Sheriff. Fire protection is provided by the Lincoln Fire Department. The community is comprised of Combination and those who commute to work at nearby communities and may work in local businesses.

Businesses and organizations include: Salem Church , Larry's Tap Annies storage units Lincoln Savings Bank Amvet Home Heartland Coop Reinbeck Recycling Wentzeins Plumbing and Heating Lincoln Volunteer Fire Department . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Lincoln Post Office will be available at the Gladbrook Post Office. Government forms normally provided by the Post Office will also be available at the Gladbrook Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

1. **Concern:** Customers expressed concern for loss of community identity

Response: The customer expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.
2. **Concern:** Customers felt the post office should remain open since they paid taxes

Response: The customer expressed a concern that since the people of your community paid taxes the post office should remain open. The Postal Service is not supported by tax dollars and must meet expenses by revenue it generates. Operational savings for the Postal Service contributes in the long run to stable postage rates and savings for customers.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster was promoted on January 12, 2002. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 29,320 with a breakdown as follows:

Postmaster Salary (EAS-55, No COLA)	\$ 23,026
Fringe Benefits @ 33.5%	\$ 7,714
Annual Lease Costs	<u>+ \$ 6,600</u>
Total Annual Costs	\$ 37,340
Less Annual Cost of Replacement Service	<u>- \$ 8,020</u>
Total Annual Savings	<u>\$ 29,320</u>

A one-time expense of \$ 3553 will be incurred for the movement of this facility.

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

This is the final determination to close the Lincoln, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Gladbrook Post Office, located seven miles away. Service will be provided to cluster box units (CBUs).

The postmaster was promoted on January 12, 2002. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. The workload has declined. Effective and regular service will continue to be provided by rural route service.

The Lincoln Post Office provided delivery and retail service to 74 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged 22. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a Post Office for service. The Postal Service will save an estimated \$29,320 annually. A disadvantage to some will be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this final determination is based are available for public inspection at the Lincoln Post Office and Gladbrook Post Office during normal office hours.
- B. Appeal Rights. This final determination to close the Lincoln Post Office may be appealed by any person served by that office to the Postal Regulatory Commission at 901 New York Ave NW, Suite 200, Washington DC 20268-0001. Appeals must be received by the Commission within 30 days of the date this final determination is posted. If an appeal is filed, copies of appeal documents prepared by the Postal Regulatory Commission or the parties to the appeal will be made available for public inspection at Lincoln Post Office and Gladbrook Post Office during normal office hours.



Dean J Granholm
Vice President of Delivery and Post Office Operations

08/09/2011

Date